



219 North Main Street | Suite 402 | Barre, VT 05641
(p) 802-479-1030 | (f) 802-479-1835 | education.vermont.gov

MEMORANDUM

TO: Superintendents, Principals, and Registrars
FROM: Cathy Scott, Grants Administrator
SUBJECT: Count of State Placed Students Data Collection for 2013-2014 School Year
DATE: May 20, 2014

This year's Count of State Placed Students Data Collection report is due August 29, 2014. Please visit the Agency of Education (AOE) website and download SPS Form 1 for the 2013-2014 school year. <http://education.vermont.gov/interagency-coordination/state-placed-students>

Each school needs to submit its own report. Please do not include multiple schools on a single sheet. All fields need to be completed. However, if there were no state placed students in your district during the 2013-2014 school year simply indicate "none" on the form. Remember that if the town where the child is living is the same town where the parents reside the student is not considered state-placed for education finance purposes and the student's data is not eligible to be included on this reporting form.

Include state-placed students from age 3 receiving EEE up to age 22 through grade 12 who meet one of the following criteria: Reside in your town/union school district and attend your town/union school, or; Reside in your district and attend an alternative or vocational program at your district's expense and the student is not in special education.

The grade level of each student is required. For kindergarten students, please indicate whether they attend a part-time or full-time program.

The column "town in which child lived while attending above school" is where the foster care home is located. The column "parent(s) or legal guardian town of residence" is where the student's parent or legal guardian resides. In cases where parental rights have been relinquished, please indicate "TPR" (terminated parental rights) in the parent column.

The Placing Agency column designates which Vermont authorized placing agency, for example DCF, WCMH, HCRS placed the student in your district.

The entry date relates to the regular school year (not summer school) and is the first day of the 2013-2014 school year. The exit date is the last day of the regular school year. A maximum of 175 days can be counted for each student. You may include the time a student was out for an ordinary absence (e.g. a few days for an illness), but do not include periods of extended absences or periods of residential placements like Woodside, or the Brattleboro Retreat. When a student has been in and out of school, feel free to use more than one line.

If you received, or expect to receive, a tuition reimbursement from a sending school and/or the full allowable cost of the student's education is reimbursed through the AOE Worksheet A report, do not include those students on the SPS Form 1.

Signed forms should be sent to Cathy Scott at the Vermont Agency of Education, 219 North Main Street, Suite 402, Barre VT 05641 by August 29, 2014.

If you have questions, you can reach me at cathy.scott@state.vt.us, or 479-1234.

Thank you.